T.S. MISHRA UNIVERSITY

No. 1-3/TSMUR/Acad/2026/131

October 21, 2026

CIRCULAR

To further improve the standards of Academic Programs, the following steps are required to ensure proper attendance of the students and its record keeping :-

1. The Attendance of the students should be taken by the Teaching faculty either directly or by deployed staff only, if deemed necessary. The attendance should be taken on the prescribed proforma sheet/Register (preferably Register) and teaching faculty should ensure that students absent should be marked 'Absent' and total number of students present and absent should be mentioned at the bottom of prescribed sheet/register duly signed by the faculty. A copy of the Daily Attendance Sheet of students should be made available on same day to the office of Registrar for record in PDF through official e-mail. The office of Registrar shall be at liberty to randomly cross check the students attendance and ensure whether the entry of the attendance on the register and on ERP is in accordance with the recorded on the attendance sheet/register and available on PDF form.

2. All Marks of the Internal Examinations including Practical, where applicable, should be entered in the answer sheet on prescribed format and other evaluation related marks in a Tally sheet or any software as per practice. After this evaluation and finalization of marks, a copy of the same should be made available to the Dean of the Department, COE and office of Registrar. The Faculty Incharge shall be responsible personally

for entry of the internal examination marks on the ERP and shall also ensure that the marks are in accordance with the marks awarded on the evaluation sheet by the Evaluator. The office of the Registrar shall be at liberty to randomly cross check that Internal Examination Marks of the students are in accordance with the marks as awarded by the Evaluator.

This issues with approval of the competent authority.

(Dr.Sandeep Rai)
Registrar

Copy for information to :

1. PS to Chancellor
2. PS to Pro Chancellor
3. PS to Vice Chancellor
4. PS to Pro Vice Chancellor
5. PS to Executive Director
6. All Deans of Constituent Schools/Colleges of TSMU
7. Dean, Students Welfare
8. Controller of Examinations
9. Notice Board